

Assistant Director for Collection
and Dissemination

11 March 1948

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Chief, [redacted]

Requisitioning of intelligence data and documents from Governmental
sources by Office of Collection and Dissemination

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1. Pursuant to the discussion between Messrs. [redacted] and [redacted]
it is agreed that the following procedure shall govern the requisitioning
activities of Office of Collection and Dissemination for intelligence data from
Governmental sources.

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- a. Office of Collection and Dissemination will submit quarterly
estimates of costs for intelligence data and documents by
using Requisition Form 36-7 and indicating thereon various
Governmental sources of supply.
- b. On receipt thereof, Chief of Supply will prepare a blanket
purchase order setting up encumbrance against which there
may be possible billings.
- c. Office of Collection and Dissemination will continue to issue
CDs to the appropriate agencies for the desired intelligence
data or documents, indicating thereon purchase order number
assigned by Supply Division.
- d. Copies of CDs will be distributed to Budget and Finance Branch
and Services Branch for coordination purposes.
- e. [redacted] on receipt of 1080 voucher from
billing agency, will obtain required receiving information
from Office of Collection and Dissemination.

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2. It is understood that quarterly estimates at this time are purely
arbitrary, but the necessity of setting up some encumbrance is required. It is
recommended that a post-review of the initial quarterly expenditures be made by
the interested parties for the purpose of obtaining a more accurate figure.

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JK:vm
CC: MIM chrono
Supply Div.
[redacted]

Operating Procedure File ✓
Supply Div. folder

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